

**Phoenix Program
Process Definition – Accounts Payable**

Process	<i>Agency Year-end Processing</i>
Process Number	<i>AP-032</i>

Description of Process

Year-end Clean-up: All errors should be cleaned-up prior to the June month-end close. Several reports, inquiries and/or queries can be used for assistance.

Two accounting dates must be considered:

Voucher Accounting Date and Payment Accounting Date

The **Voucher Accounting Date** will determine when the voucher will post in AP and journal generate into GL. The Voucher Accounting Date must be a date within the current open periods or the voucher cannot be saved. The Voucher Accounting Date field on the Accounting Information panel must be a June Date for BY2005 vouchers and a July date for BY2006 vouchers. Therefore between July 1 and the June close, the accounting date defaulted by the system must be changed to 6/30 for any BY2005 vouchers still being processed.

The **Payment Accounting Date** must be a date within the current open periods or the payment cannot be saved on the following panels: Date Criteria (Pay cycle), and Payment Entry. All payments processed between 7/1 and the June close will post to the July period regardless of the accounting date selected. If a payment for BY2005 is processed before 7/1 (posted to June) is canceled between 7/1 and the June close and the user wants the cancellation to also post to June, then the "Date Canceled" on the Payment Cancellation panel must be changed to 6/30. **This date should never be changed to a June date for BY2006 transactions.**

Between 7/1 and the June close both Voucher Accounting Date and Payment Accounting Date will display the following error message if accounting dates other than the two open periods are used:

**The Accounting Date is out of range. From Period/Year=12/2005; To
Period/Year=1/2006**

**Entering Vouchers: June and July periods will be open at the same time
between July 1 and the June close.**

June Vouchers: For June vouchers entered in the calendar month of July prior to the June close, the Voucher Accounting Date should be June 30th.

July Vouchers: For July vouchers entered in the calendar month of July prior to the June close, the Accounting should remain the system defaulted July date.

**Entering Payments: June and July periods will be open at the same time
between July 1 and the June close, however all payments processed during this
time will post to July.**

Phoenix Program Process Definition – Accounts Payable

June Payments: June payments entered in the calendar month of July prior to the June close will post to July regardless of whether a June or July accounting date is used.

July Payments: July payments entered in the calendar month of July prior to the June close will also post to July regardless of whether a June or July accounting date is used.

Input to Process

General Ledger closes the month of June on July 15th. July remains open.

Output of Process

Subsequently, all Vouchers will post to July regardless of accounting date.

Subsequently, all Payments will post to July regardless of accounting date.

Service Level Agreement Required? (if yes, provide a brief description)

None

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Administer Procurement – Enter Voucher Information – Use – Voucher – Accounting Information This panel is used to record voucher Accounting Date.
Use	Administer Procurement – Create Payments – Use – Payment Entry This panel is used to record Manual or Wire Payments.
Use	Administer Procurement – Create Payments – Use – Payment Selection Criteria – Data Criteria This panel is used to update the Payment Accounting Date for Pay Cycle processing (system checks and EFTs).
Use	Administer Procurement – Create Payments –

Phoenix Program Process Definition – Accounts Payable
--

	Use – Payment Cancellation
--	-----------------------------------

	This panel is used to record a cancelled (voided or stopped) payment.
--	---

Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p><u>Year-end Clean-up</u></p> <p>All errors should be cleaned-up prior to the June month-end close. The following reports, inquiries and/or queries can be used for assistance:</p> <p><u>Daily Error Reports:</u></p> <ul style="list-style-type: none"> • Budget Exceptions Report (APXXX0401) • Match Exceptions Report (APXXX0405) • Recycle Error Report (APXXX0425) <p><u>Inquires/Queries:</u></p> <p>Go-Administer Procurement – Enter Voucher Information – Inquire</p> <ul style="list-style-type: none"> • Budget Control Exceptions • Match Exceptions • 0AP002_All_Recycled_Trans-BU 	<p>Agency</p>

Phoenix Program Process Definition – Accounts Payable
--

Month-end Clean-up

Queries:

- **0AP042_Vouchers_Not_Posted** - list of vouchers that are not posted. Common reasons:
 - PO not posted for the PO voucher
 - All vouchers with a Recycle Status
 - Vouchers with a Future Budget Year
- **0AP043_Payments_Not_Posted** – list payments that are not posted. Common reason:
 - Post Payment not checked when the vouchers are applied to the payment under **Create Payments-Use-Voucher Application**. (See Payment Entry panel example displayed at the end of the business process.)
- **0AP20_Payments_Not_Applied** – list payments for which vouchers have not been applied. Solutions:
 - Apply appropriate voucher(s) to payment
 - Delete the payment under **Create Payments – Use – Payment Deletion**.
- **0AP014_Vouchers_on_Hold** - list all vouchers with the payment Hold box selected on the Schedule Payment panel.
- **0AP002_All_Recycled_Trans-BU** – list vouchers with a “Recycle” Entry Status. Common reasons:
 - Voucher is out of balance
 - Duplicate invoice
 - Invalid distribution line values loaded from the offline process.
- **0AP050_Vchr_with_Future_Bud_Yr** – lists vouchers entered with a distribution line for a future Budget Year (2006). PeopleSoft does not prevent users from entering the next budget year in the distribution line prior to the June close. These will be placed on HOLD and will not post until the July period opens (as of 7/1).
- **0AP055_Vchrs_w_Dts_Out_of_Sync** – lists vouchers where the distribution budget year and the accounting date are contradictory. Run daily and correct either accounting date or budget year.

Agency

Phoenix Program Process Definition – Accounts Payable

<p><u>Entering Vouchers</u></p> <p><u>June Vouchers:</u></p> <ul style="list-style-type: none"> From July 1st thru July 15th, both June and July will be open. The accounting date for any BY2005 vouchers must be changed to 6/30. <p><u>July Vouchers:</u></p> <ul style="list-style-type: none"> From July 1st thru July 15th, both June and July will be open. The accounting date for any BY2006 vouchers should not be changed from the defaulted July dates. All vouchers entered prior to July 1 that have a distribution line with a 2006 Budget Year will not Voucher Post. These vouchers will stay in an “Unposted” Status until the July period is open (July 1st). This will prevent any vouchers with a future Budget Year (2006) from posting in the current Budget Year (2005). The 0AP050_Vchr_with_Future_Bud_Yr & 0AP042 or 42A_Vouchers_Not_Posted queries can be used to identify these vouchers. These vouchers will also be placed On Hold (Enter Voucher Information – Schedule Payments panel) to prevent the generation of payments for these vouchers with future Budget Year (2006). All vouchers set with an “Unposted” status should Voucher Post during the nightly batch processing on July 1st (first day of FY 2006). After July 1st the On Hold checkbox will remain selected for these vouchers. Users must manually deselect the On Hold checkbox when it is appropriate to pay these vouchers. The 0AP014_Vouchers_On_Hold query can be used to identify these vouchers. 	<p>Agency</p>
--	---------------

Phoenix Program
Process Definition – Accounts Payable

<p><u>Entering Vouchers – continued</u></p> <p><u>Payroll and Labor</u></p> <ul style="list-style-type: none">• HR Payroll and Labor releases will be based upon the budget year specified on the voucher distribution line. AP will force offline to be a June date if current Budget Year exists on the voucher distribution line. If a future budget is used, the voucher will be set not to post and be put on hold until July 1 when the July period is opened. Budget years should never be mixed on a single voucher within the release. <p><u>Interfaces</u></p> <p>All off lines (Regular Voucher or Payroll) received with the current BY will post in the June period. Any offline received between July 1st thru July 15th using current BY will automatically be set to June 30th Accounting Date therefore voucher posting and journal generating into June. Any July Regular Voucher offline data should NOT be transmitted to FSS until the July period is open (7/1), but will be put on Hold and not post if received prior to this date. In this case, the users will manually have to de-select the hold checkbox after the July period is opened. Budget years should never be mixed on a single voucher within the offline file.</p>	<p>Agency</p>
---	---------------

Phoenix Program
Process Definition – Accounts Payable

<u>Voucher Close</u> <ul style="list-style-type: none">• The Manual Close Date must be a date within the current open periods or the close request cannot be saved. The following error message will result if other than a June or July date is used: The Accounting Date is out of range. From Period/Year=12/2005; To Period/Year=1/2006. <p>Between July 1 and the June close, the Manual Close Date should be changed to 6/30 for any BY2005 transactions so the closing entries will post to June. For BY2006 transactions, the defaulted July accounting date should not be changed.</p>	Agency
<u>Processing Payments</u> <p>Recording June Payments in the calendar month of July prior to the June close will no longer be allowed since payments are cash transactions and should always post in the period associated with the calendar date when the payment was issued. All payments made in July will post in July regardless of the accounting date specified.</p>	Agency

<p style="text-align: center;">Phoenix Program Process Definition – Accounts Payable</p>

<p><u>Processing Payment Cancellations</u></p> <p>Payment Cancellation in July prior to June close</p> <ul style="list-style-type: none"> The Date Cancelled determines the period the cancellation will post in. This date defaults to the current date. However from July 1st thru July 15th, a June 30th Date Cancelled should be entered to post the cancellation in AP and GL to June. This should be done only for BY2005 payments that were processed before 7/1 since any BY2005 payments processed subsequent to this date would be posted in July. (See Payment Cancellation panel example displayed at end of business process.) 	Agency
<p><u>Processing Payments</u></p> <p>Recording July Payments prior to the June close:</p> <p>Since the July period will be open as of July 1, special processing is no longer needed unless the July payment is being processed prior to this date.</p> <p>July payments can be issued prior to July 1 in the following ways:</p> <ul style="list-style-type: none"> A manual payment could be issued, and then recorded in PeopleSoft when July is open (as of 7/1). Enter voucher with a pre-paid account (asset account) to process prior to the month-end close. Then, after the month-end close, create an Adjustment Voucher that would be entered to reduce the pre-paid and debit expense. 	Agency

<p style="text-align: center;">Phoenix Program Process Definition – Accounts Payable</p>
--

<p><u>Month-end Reports</u></p>	<p>Financial Systems Solutions and Agency</p>
--	---

The following reports are automatically generated at each month-end close and are considered “**time critical**”. However, all of the following reports can also be requested at any time.

- **Outstanding Payables by Vendor (APXXX0403)** – required for balancing procedures.
- **Outstanding Payables by Subclass (APXXX0409)** – optional depending on needs of Agency.
- **Travel Expense Report (APXXX0419)** – lists all employees for whom travel expenditures have been paid.
- **Per Diem and Expenses Report (APXXX0420)** – lists all vendors/consultants for whom travel expenditures have been paid.
- **Monthly Cash Disbursement by Program Report (APXXX0423)** – lists all paid, voided, and stopped amounts by program for a specified bank/bank account and specified period.

Phoenix Program Process Definition – Accounts Payable
--

<p><u>Month-end Reports</u></p> <p>The following report is NOT automatically generated at each month-end close therefore agencies must request this “time critical” report if necessary.</p> <ul style="list-style-type: none"> Outstanding Payables by Program (APXXX0418) – optional depending on needs of Agency. Since this report is requested by Fund Code and Program Code, each Agency must manually request this report at the June close. FSS can not automatically request this report, since the request criteria is unique for each Agency. 	<p>Agency</p>
<p><u>Year-end Reports</u></p> <ul style="list-style-type: none"> The Payment History by Vendor Name Report (APXXX042E) is automatically generated for each business unit in the June month-end close. However, this report can also be requested at any time for any Payment Date Range. <p>The below parameters will be set on the June month-end close report:</p> <p>Payment Date From=7-01-04 (First day of defined FY) Payment Date Thru=6-30-05 (Last day of defined FY)</p> <p>The Payment Dates must be established for the state defined Fiscal Year because users can assign any Payment Date to a payment.</p> <ul style="list-style-type: none"> FSS will NOT automatically generate the Payment History by Vendor ID Report (APXXX042F) for each business unit in the June month end close batch. Agencies should request this report if needed. 	<p>Agency</p>

Phoenix Program Process Definition – Accounts Payable

Panel Example for Payment Cancellation for June payments during calendar month of July:

Create Payments - Use - Payment Cancellation

File Edit View Go Favorites Use Process Inquire Report Help

Cancel a Payment

SetID: 40000
Bank: 1100
Account: 1000 0007011393
Reference ID: 0000000001

Remit Vendor: 0000000002 ACCOUNT CONTROL TECHNOLOGY INC
Amount: 22.20 US Dollar
Date: 06/25/1999 By: Check
Date Cancelled: 06/30/2005
Payment Status:
☒ Void
☐ Stop
☐ Undo Cancel
Cancel Action:
☒ Re-Open Voucher(s)/Re-Issue
☐ Re-Open Voucher(s)/Put on Hold
☐ Do Not Reissue/Close Liability

FNPROD Cancel a Payment Update/Display

Start I.. P. F. P. U. C. Y. A. 1:03 PM

Phoenix Program Process Definition – Accounts Payable

Panel Example for Accounting Information processing for June vouchers during calendar month for July. Expense and Liability will post to June, payment entries (liability reversal and cash entries) will post to July.

Enter Voucher Information - Use - Voucher

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Header Information | Line Information and Charges | Schedule Payment | Record Payment | Approvals and Matching | Accounting Information | Curr

Unit: 40000 Invoice: Vendor:
Voucher: NEXT Date: ID:

Accounting Instructions
Accounting Date: 06/30/2005
Accounting Template: ACCTSPAY1

Accounting Policy
Account At: Net

Voucher Processing
☒ Post Voucher
☐ Close Voucher
☐ Delete Voucher

Voucher Proration Rules
☒ Sales Tax
☒ Use Tax
☒ Freight
☒ Non-Recoverable VAT

Budget Checking
BCM Status: Not Chk'd

FNPROD Accounting Information Add

1:05 PM